

END OF THE YEAR PROCEDURES & INVENTORY

The end of the school year can be a hectic time for all staff members. Therefore, it is important to plan ahead and to be prepared for what will be expected of the Library Media Specialist.

Late in May

- Send notices to students and staff reminding them of materials that are out and overdue. *Sending regular overdue notices throughout the school year will ease this task at the end of the year.*
- Watch for year end reduction of library services dates from the Library Office.
- When you receive these dates, discuss them with your principal and make adjustments to meet your needs.
- Send a memo to staff informing them of the last day that students may borrow materials.
- Send a memo to staff informing them of the last day for whole class story times.
- Send a memo to staff informing them of the last day that students may use the library media center for reading and research.

In some buildings, the Library Media Specialist is responsible for the audiovisual equipment inventory. The responsibility for designating this task lies with the building principal. Equipment records can be maintained on the automated library system.

Late in June

- *The Annual School Library Report* must be turned in at the end of June.
- Find the filed *Annual School Library Report* from the previous year to get familiar with the kind of information that is required.
- The report is quite lengthy so do not wait until the last day to begin working on it.
- Items that have been added or withdrawn need to be accounted for in the inventory annually. *You may want to keep a separate list of items added and deleted during the year, noting the special funds used to purchase the books, as this information can be difficult to manipulate in the automated system. This should be a numerical count; titles are not necessary.*

Inventory

- It is important to take an inventory of LMC materials yearly to maintain accurate records and to keep the online catalog up-to-date.
- If it is not possible to inventory the entire collection every year, then partial inventories should be completed as needed.
- Most inventories take place in June to coincide with the end of the year report.
- Refer to the TLC manual for specific instructions on completing an automated inventory.
- Please check the manual yearly to check for changes in inventory procedures.
- Remember to draw on the expertise of colleagues if there are questions about inventory procedures which the manual does not seem to address.

- Many Library Media Specialists use a laptop to do inventory.
- Others place the circulation computer on a cart with a long Ethernet cord and long extension cord and move it through the library from section to section.
- It is important that books belonging to a particular section of the library are in that section prior to beginning inventory.
- However, it is not necessary to have the books in strict shelf order.
- Because staff and students use materials to the end of the school year, it may not be possible to have all materials returned to the library prior to beginning inventory.
- This will not pose a problem as long as those materials have been properly checked out. However, it is advisable to check any materials that are returned after inventory has been completed against the lost file.
- Some Library Media Specialists simply add to the permanent lost file from year to year.
- Others may prefer to delete materials from the permanent lost file from time to time.
- This is done through a batch delete process which is explained in the TLC manual. Books with invalid barcodes should be put aside and added later.
- Refer to notes from the Library System Office for end of the year procedures.